



# The Corporation of the Township of Huron-Kinloss

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## Staff Report

**Report Title: Human Resources Policy Updates**

**Date: Nov. 3, 2025**

**Report Number: CAO-2025-28**

**Department: CAO**

**File Number: C11-CAO25**

**Prepared By: Leanne Scott, Human Resources Generalist**

**Attachments: 3.0 Technology Policy, 3.0 Compensation and Benefits Policy, 3.0 Severe Weather Policy and 3.0 Workplace Harassment and Violence Policy**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CAO-2025-28 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes the appropriate by-laws coming forward to adopt the proposed amendments to the Technology Policy, Compensation and Benefits Policy, Severe Weather Policy and Workplace Harassment and Violence Policy.

### **Background:**

Staff review policies and procedures on a cyclical basis and as needed for legislated updates and practical experience. By-Law 2024-91 Schedule B, Compensation and Benefits update includes the addition to the Group Health Benefit plan. By-Law 2024-091 Schedule D, Technology policy, the Email, Intranet and Internet portion update reflects current practices. By-Law 2019-10 Severe Weather Policy has been revised to reflect the current Work From Home policy that was adopted in July of this year. By-Law 2025-30 Workplace Harassment and Violence Policy had minor updates to reflect a Ministry of Labour, Immigration, Training and Skills Development recommendation.

### **Discussion/Analysis/Overview:**

#### **Technology Policy**

Amendments to the Email, Intranet and Internet portion are highlighted in the attached document. These updates are being made to reflect current practices and do not change the intent of the policy.

#### **Compensation and Benefits Policy**

Amendment included the addition of the Employee and Family Assistance Program to the Group Health Benefit plan this year.

#### **Severe Weather Policy**

Updates have been made to align with By-Law 2025-73 Work From Home Policy, ensuring clarity on how work from home arrangements are managed during severe weather events.

**Workplace Harassment and Violence Policy**

Updates have been made to clarify the process for handling complaints in relation to the Joint Health and Safety Committee’s responsibilities, and to reflect the current title of the Ministry of Labour, Immigration, Training and Skills Development.

**Financial Impacts:**

There are no financial impacts.

**Performance Measurement:**

Staff have completed a review and update of 4 out of 24, Human Resources policies this year, ensuring alignment with current standards and regulatory compliance.

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal: Strive for continuous improvement and increased efficiency**

**Respectfully Submitted By:**

Leanne Scott, Human Resources Generalist

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer